



Parks, Recreation and Marine ANIMAL LICENSE INSPECTOR (NON-CAREER)

Apply by:
February 5, 2016

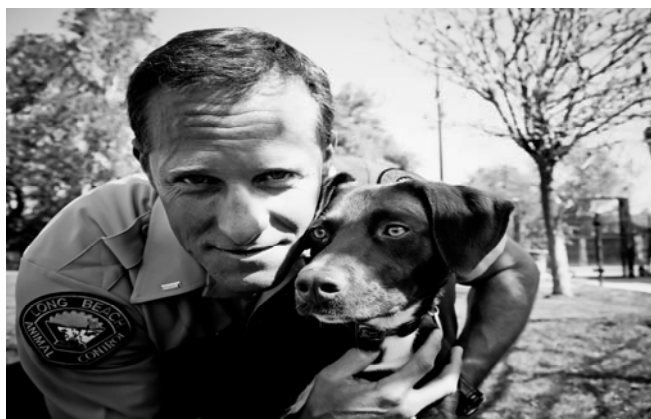
Part-Time Employment Opportunity

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$55 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The mission of the Long Beach Animal Care Services Bureau is to provide public safety and the humane treatment of animals to nearly 600,000 residents in five cities. Through a unique private/public partnership, the Bureau operates one of the finest shelters in the State of California, promoting best practices in herd health management. With a staff of over 50 employees, and an annual operating budget of over \$4.6 million, the Bureau will care for more than 9,500 live animals in 2016.

The Department of Parks, Recreation and Marine, Animal Care Services Bureau, is seeking qualified candidates to apply for several part-time non-career Animal License Inspector positions. The duties and responsibilities for these positions include:

- Under supervision, canvass an assigned district to locate unlicensed dogs and cats, and make house-to-house calls to check for licensed and unlicensed dogs and cats;
- Examine dog and cat licenses for validity and issue notices to delinquent owners to purchase licenses;
- Collect fees and issue receipts, licenses, and tags;
- Input licensing data;
- Explain licensing, rabies inoculation, leash law, and other animal regulation requirements to citizens;
- Report violations of other animal regulation laws and ordinances;
- Keep routine records of calls made and licenses sold, and prepare, file, and mail license notices;
- May be assigned lead responsibility over a small group of Animal License Inspectors, and may issue administrative citations;
- Perform other related duties as assigned.



Qualifications These positions are open to all candidates meeting the following minimum qualifications:

- High school diploma or equivalent;
- Must be at least 18 years of age, and possess a valid California Driver's License;
- Ability to make presentations and interface with community agencies;
- Ability to work quickly and accurately in performing data entry, record keeping, and cashiering duties;
- Ability to communicate effectively, both verbally and in writing;
- Experience working in a fast-paced environment;
- Ability to interact with employees at all levels of the organization;
- Ability to interact effectively and discreetly with the general public;
- Willingness to work outside in all kinds of weather;
- Willingness to work all shifts, including weekends and holidays;
- Experience interacting with people from a wide range of ethnic, cultural, and socio-economic backgrounds is desirable.

Hourly Rate The rate for these non-career positions is \$13.405 per hour. The positions are temporary and scheduled hours may vary by week on an as-needed basis.

How to Apply All candidates should submit a letter of interest and resume via U.S. mail, fax, or in person. Candidates not currently working for PR&M must also complete and submit an application, which can be obtained from the address below. All documentation must be submitted **no later than 5:00 p.m., Friday, February 5, 2016**, to:

Ted Stevens, Manager
Animal Care Services Bureau
7700 E. Spring Street
Long Beach, CA 90815
Fax Number (562) 570-3053

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"